



Rancho Los Amigos National Rehabilitation Center

INFORMATION MANAGEMENT SERVICES

POLICY AND PROCEDURE

SUBJECT: DATA CENTER SECURITY

Policy No.: 600
Supersedes:
Revision Date: 12/16/02
Page: 1of2

PURPOSE:

To establish a procedure for providing physical security to the Data Center.

II. POLICY:

Information Management Services Data Center shall be properly secured.

III. PROCEDURES:

1. All access doors to the Data Center are to remain locked between the hours of 5:00p.m. and 7:00a.m. It is the responsibility of the Operations Manager or designee to ensure doors are locked.
2. Access doors are to remain locked at all times during after-hours, on weekends and holidays.
3. Access to the Data Center is restricted to authorized personnel. Non-Information Management Services staff are not allowed in the Data Center Operations area unless approved by management.
4. Access codes are to be assigned to authorized Information Management Services staff for entry into the main portion of the Data Center. Access codes are to be managed by the Operations Manager or designee. All codes are to be deleted immediately upon an employee's termination.
5. Any unauthorized entry is to be documented and reported to the immediate supervisor. If necessary, Safety Police should be contacted to remove the person.
6. Entry of authorized non-Information Management Services staff into the main portion of the Data Center is to be logged. The log is to be monitored by the Operations Manager or designee. During normal business hours (7:00a.m.- 5:00p.m.), person requesting entry is to present themselves at the front desk. Proper identification is required. After-hours, weekends and holidays, non-Information Management Services staff requesting entry must obtain prior approval. Proper identification will be requested at the door.
7. On weekends when Information Management Services must work, all the entry doors should be locked by the analyst who has come in to work.
8. Upon arrival to the office, Information Management Services employees should notify Safety Police should they note forced entry or loss of equipment.
9. Additionally, the last analyst out of the office will again check all entry doors and ensure that they are locked.

EFFECTIVE DATE:

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

Signature(s) on File.

RECEIPT OF DATA CENTER SECURITY POLICY

I, _____, _____
Employee Name (please print) Payroll Title
acknowledge that I have read, understand, and have received a copy of the Information Management Services Data Center Security Policy, and that my supervisor has discussed the Policy with me. I will comply with this Policy.

Employee Signature

Date

Employee Number

Supervisor Signature

Date